



كلية الهندسة  
COLLEGE OF ENGINEERING

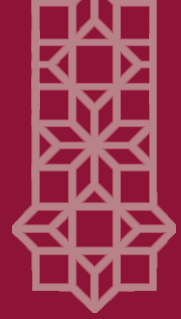
# Graduate Studies Booklet

College of Engineering

Qatar University

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## About

This booklet is prepared by the Office of Associate Dean of Research and Graduate Studies (ADRGs) of the College of Engineering (CENG). It can be used by CENG faculty members and students registered in the following Master of Science (MSc) and Doctor of Philosophy (PhD) programs:

### Doctor of Philosophy

- PhD in Architecture
- PhD in Urban Planning
- PhD in Chemical Engineering
- PhD in Civil Engineering
- PhD in Computer Science
- PhD in Computer Engineering
- PhD in Electrical Engineering
- PhD in Mechanical Engineering
- PhD in Industrial and Systems Engineering
- PhD in Engineering Management
- PhD in Environmental Engineering
- PhD in and Materials Science and Engineering

### Master of Science

- Master of Science in Civil Engineering
- Master of Science in Computing
- Master of Urban Planning and Design
- Master of Science in Electrical Engineering
- Master of Science in Engineering Management
- Master of Science in Environmental Engineering
- Master of Science in Gas and Process Engineering
- Master of Science in Mechanical Engineering

The booklet describes all processes and policies related to the MSc and the PhD programs.

The forms used in this document can be downloaded from the Office of Graduate Studies TAD services [webpage](#).

Disambiguation: The graduate students need to refer to the [Graduate Studies Policy](#), which is considered the primary reference. This booklet shows the internal regulations and processes used in the College of Engineering.

## Abbreviations List

ADRGs:	Associate Dean of Research and Graduate Studies, office, <a href="#">webpage</a>
BB:	Blackboard
CC:	Carbon Copy / Continuous Course (refer to context)
CENG:	College of Engineering
CH:	Credit Hours
CV:	Curriculum Vitae, the resume
F:	Failed
GA:	Graduate Assistant / Graduate Assistantship
GPA:	Grade Point Average
IP:	In Progress
MS:	Master
OGS:	Office of Graduate Studies
P:	Pass
PC:	Program Coordinator
PhD:	Doctor of Philosophy
QU:	Qatar University
TAD:	Thesis and Dissertation, services, <a href="#">webpage</a>

### 1. General Information

There are currently nine graduate study programs in the College of Engineering (CENG), eight Master of Science degree programs in: Civil Engineering, Computing, Electrical Engineering, Engineering Management, Environmental Engineering, Gas and Process Engineering, Mechanical Engineering, and Urban Planning and Design, and a Doctor of Philosophy (PhD) in Engineering program with twelve major fields (Architecture, Urban Planning, Chemical Engineering, Civil Engineering, Computer Science, Computer Engineering, Electrical Engineering, Mechanical Engineering, Industrial and Systems Engineering, Engineering Management, Environmental Engineering, and Materials Science and Engineering). The CENG graduate programs involve our dedicated faculty members with recognized expertise in teaching and extensive research activities in order to prepare our postgraduate students to be ready for their professional career through innovation, creativity, and advanced professional study.



## 2. Contact Information

### Office Location

Room 101, Office of the Associate Dean for Research and Graduate Studies  
Building B09

### Email Address

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### Mailing Address

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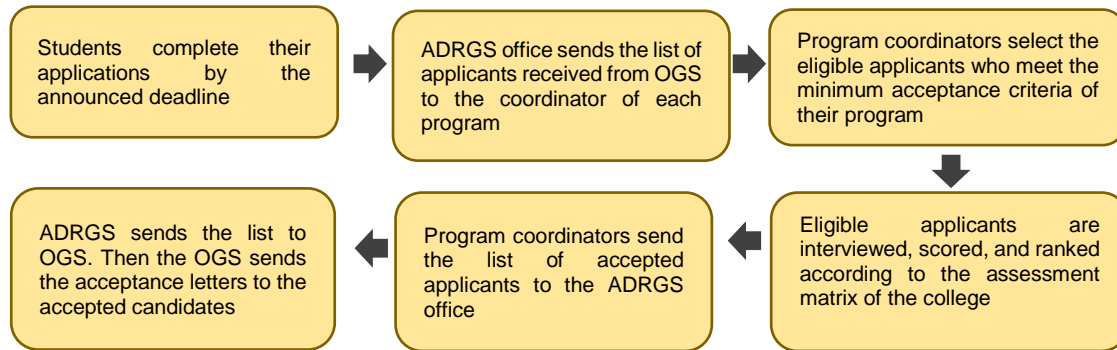
### 3. Admission Process

The following table shows the steps of the admission process:

**Table 1.** Admission process steps

Applicant list	Interviewing candidates	Sending the list of accepted applicants	Sending acceptance letters to students
<p>At the beginning of every semester, the ADRGS office sends the <i>applicants' list</i> received from OGS to the program coordinators.</p>	<p>Students of each program should be interviewed by a committee of at least three members, formed by the program coordinator.</p> <p>The <b>interview criteria</b> are based on GPA, communications skills, work experience, motivation, academic background, and response to questions.</p>	<p>After conducting the interviews with candidates, the program coordinators shall send the list of accepted applicants to the ADRGS office at:  <a href="mailto:CENG_Graduate@qu.edu.qa">CENG_Graduate@qu.edu.qa</a></p> <p>Note: justification for rejecting applicants is required.</p>	<p>The OGS will send acceptance letters to the accepted applicants to join the College of Engineering graduate programs.</p>

The workflow of the admission process is presented in Figure 1.



**Figure 1.** Admission process workflow

## 4. Student Orientation Process

The ADRGS, at the College of Engineering, makes the required arrangements, with the involvement of program coordinators, for student orientation. The orientation is usually scheduled during the first two weeks, at the beginning of each semester. The student orientation is designed to orient and welcome new students. The associate dean presents topics related to the available programs. These topics include but not limited to:

- a) The Graduate Programs at the College of Engineering
- b) Graduate Assistantship (GA) positions
- c) Success stories of previous graduate students

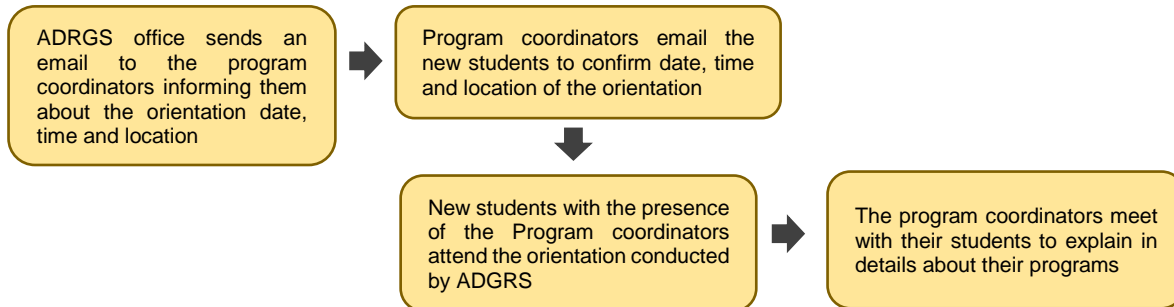
ADRS, with the coordination of the program coordinators, announces to newly admitted students the orientation details, including the scheduled time and the location. All program coordinators will be available to answer questions raised by students. The program coordinators will also present the following:

- a) Study plan
- b) Steps of registering for courses
- c) **Course equivalency**, which can be used by students who came from different universities.
- d) Transfer of courses taken at Qatar University (access [worksheet](#) used by faculty members).

For more details, access the [orientation presentation](#).

- e) Email addresses, phone numbers, or other contact information.
- f) Selecting supervisors (the maximum number of students per supervisor follows the [graduate studies policy](#))

The overall process of the student orientation process is shown in Figure 2.



**Figure 2.** Student orientation process

## 5. Course Offering and Registration

Each department offers courses every semester. Students may register for courses before the end of the [add and drop](#) period. For thesis credit hours (CHs), the student must request the intended number of CHs in the progress report (see Section 7.2.1). If the student registers thesis CHs for the first time, the student should send a request to the program coordinator and copy his/her supervisor. The program coordinator will inform the ADRGS office. The registration of CH for PhD students is detailed in Section 8.5.

Students are requested to self-register their intended course(s) using [myQU Campus portal](#). The students can register for courses once they successfully finish the admission process. Students who are facing difficulties in accessing the portal must contact the admission section to solve their matters. Please see the [orientation presentation](#) to see the necessary course registration steps.

**Note:** This booklet does not give full guidance for using myQU portal. However, students interested in seeing the portal's full guidance are requested to contact the IT Service Desk at [helpdesk@qu.edu.qa](mailto:helpdesk@qu.edu.qa).

Students who have successfully registered for their courses can follow up on their assigned duties and check their grades on [blackboard](#).

After the [add and drop period](#), ADRGS generates a list which contains the name of students and their registered courses. ADRGS sends the list of students of each department to the relevant program coordinator.

## 6. Thesis/Dissertation Supervision Load (for faculty members)

Details about the supervision are available in the [Graduate Studies Policy](#), Chapter 13 (article 91).

## 7. Thesis or Project for Master Program

Students who are willing to select the thesis option must write a master proposal one semester before registering for the master thesis and should be sent to the program coordinator for discussion and approval by the department graduate committee. Students without a proposal will not be able to register for thesis CHs. The program coordinator with the head of the department's consultation will approve the supervisor assignment and the supervisory team members (if applicable) according to the college rules and supervision load policy.

Note: Master students should have at least 1 publication (e.g., book chapter, conference paper, etc.) or participate in a poster session. For more details, please refer to the [Graduate Studies Policy](#), article 14.

### 7.1 Master Thesis Tracks

Details about the tracks are available in the [Graduate Studies Policy](#), article 14.

### 7.2 Master Thesis proposal submission

The submission of the thesis proposal goes through several stages, as follows:

1. The student should submit a proposal, using the [college template](#), to his/her program coordinator. The proposal describes the research work, and the student can get guidance from the potential supervisor while working on the proposal to agree on the description and the work outcomes. The program coordinator sends the proposal to the department graduate committee to obtain their feedback.
2. The department graduate committee examines the proposal and makes a decision.
3. If the proposal is rejected, the student should consider the committee's feedback and resubmit the proposal until accepted.
4. If the proposal is accepted, the student should make a presentation to the examining committee.
5. After making the presentation, the student should register for Thesis CH.

Figure 3 summarizes the process of the master thesis proposal submission.

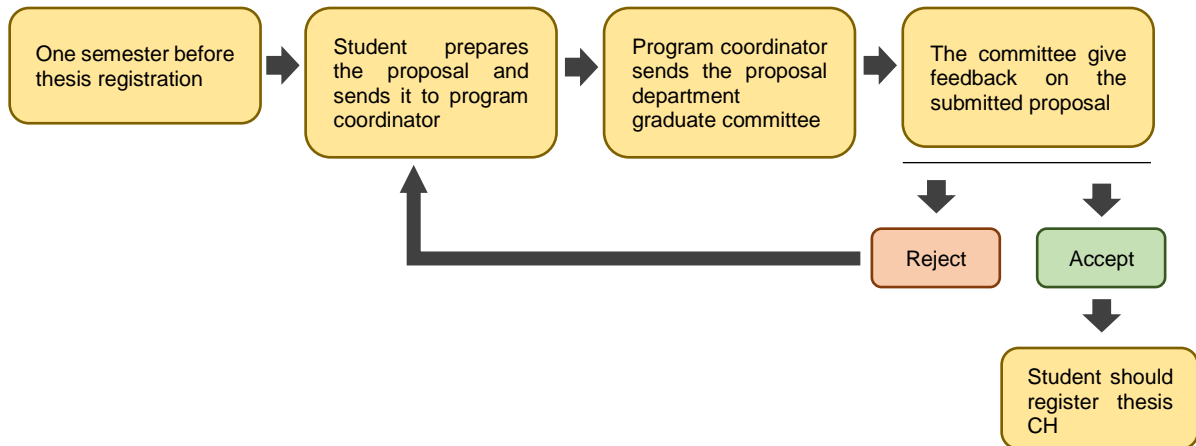


Figure 3. Master thesis proposal submission

### 7.2.1 Intermediate Presentation for MSc students

At the end of each semester, if the student does not intend to submit the thesis, then the following steps should be done:

1. The student must submit the [Progress Report Form](#).
2. The supervisor will suggest one or more internal examiner(s) to the program coordinator.
3. The supervisor will contact the examiner and set a suitable intermediate presentation date and location.
4. The student will present his/her progress during the semester, where he/she will be asked to defend the achieved work and consider the examiner's feedback.

**Note:** The grade of the thesis CHs shall be assigned after the approval of the progress report.

Figure 4 shows the overall process of the intermediate presentation.

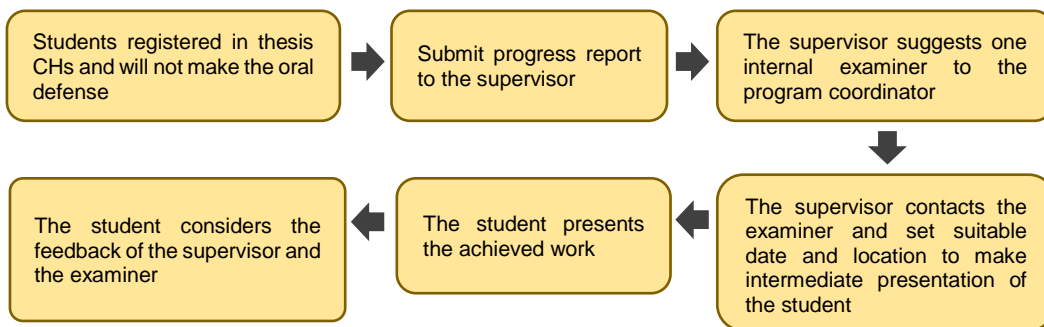
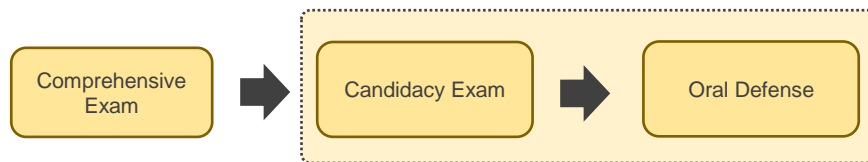


Figure 4. Intermediate presentation for Master students

The grading of the thesis is detailed in Section 9.

## 8. Requirements of Doctor of Philosophy program

The PhD program is composed of 60 CHs, which are distributed on both courses and thesis. The programs and courses are detailed in Section 8.1. In general, a PhD student has three main exams to obtain the PhD degree, as shown in Figure 5, with two attempts to pass them; otherwise, he/she will be dismissed from the program. The student should also publish at least two Q1 or Q2 international journal papers, indexed in Web of Science ([Journal Citation Report - JCR](#)), to graduate.



**Figure 5.** Main exams to get PhD degree

**Note:** Students who are admitted prior to Fall 2020 and they are on the conventional-based PhD (course-based PhD), should have published at least two international journal papers meeting the indexing conditions to meet the publication requirements. The maximum duration of the program is 8 years.

### 8.1 PhD Programs and Courses

Following a successful admission, the student is requested to complete a list of courses, which are mandatory to fulfill the PhD program's requirements. CENG has 12 major concentrations in its 6 departments. Each concentration comprises 4 courses (12 CHs) and the thesis that accounts for 48 CHs. The courses include the Applied Research Methodology (DENG 702) plus 3 elective courses. The selection of elective courses is up to the student. For more details about the courses in each concentration, please check the [PhD program](#).

## 8.2 Comprehensive exam

The Comprehensive Examination is designed to assess a PhD student's cumulative knowledge and skills in their field of study, as outlined in the [Graduate Studies Policy](#), article 16. Students can take the exam anytime during their first year, but no later than the end of the last semester of coursework. Failing one subject will result in failing the attempt. Only the failed subject(s) will be repeated in the second attempt.

### Guidelines

The College of Engineering (CENG) Research and Graduate Studies Committee has established the following guidelines for the comprehensive exam:

1. **Evaluation:** The exam aims to evaluate the student's cumulative knowledge and skills in their field of study.
2. **Exam Material:** The exam consists of two topics, preferably drawn from undergraduate courses at the 300 or 400 level.
3. **Non-Overlap:** Comprehensive exam materials and questions must not overlap with the student's current or past graduate coursework, even if the exam topics are from graduate courses.
4. **Components:** The exam includes written and oral components.
5. **Passing Score:** A minimum passing grade of 75% in each topic is required to successfully complete the comprehensive exam.
6. **High Score and Oral Exemption:** According to internal CENG requirements, students scoring above 85% in both subjects/topics in the written exam are exempt from the oral examination component.
7. **Oral Exam Details:** If applicable, oral exam will be conducted by the same examination committee and will focus only on the subject(s) where the student scored less than 85%.
8. **Distinction Between Topics:** Each topic is treated as a separate exam, emphasizing a thorough assessment of knowledge in each area.
9. **Attempts:** As per the [Graduate Studies Policy](#), students are allowed a maximum of two attempts to pass the Comprehensive Exam
10. **Retake:** In the event of failing the first attempt, arrangements will be made for the student to retake the exams (written and oral) before the end of add-and-drop period in the subsequent semester to allow for thesis registration.

### Examination process

To begin the examination process, the program coordinator sends a call to all eligible students. It is the student's responsibility to initiate the process in consultation with their supervisor and the program coordinator.

- The student should contact the program coordinator of their department to indicate their intention to take the exam.
- The program coordinator, in consultation with the student's supervisor and the examination committee, will provide the student with topic titles and the corresponding study materials to prepare for the exam.
- The topics titles are provided by the supervisor to the examiners, and the material is provided by the examiners to the program coordinator. The program coordinator communicates with the Associate Dean for Research and Graduate Studies to appoint a committee for the Comprehensive Examination at the beginning of the student's final semester of coursework (using the [comprehensive exam committee appointment form](#)).



The composition of the committee is further detailed in the [Graduate Studies Policy](#), article 16.

- Following the exam, the Examination Committee Chair submits the [comprehensive exam result form](#) to the Associate Dean for Research and Graduate Studies within five (5) working days, as outlined in the [Graduate Studies Policy](#), article 16.
- The Associate Dean for Research and Graduate Studies then submits the form to the Office of Graduate Studies within ten (10) days from the date of the exam, as stipulated in the [Graduate Studies Policy](#), article 16.

The key activities, which make up the comprehensive exam and an indication of deadlines, are shown in Table 2. The comprehensive exam (written and oral) will run every semester.

**Table 2.** Comprehensive exam key activities

Key	Activity	Timetable
1	Call for the comprehensive exam	Week 11 of semester
2	Written exam	Week 8 of following semester
3	Oral exam	By week 12 of following semester

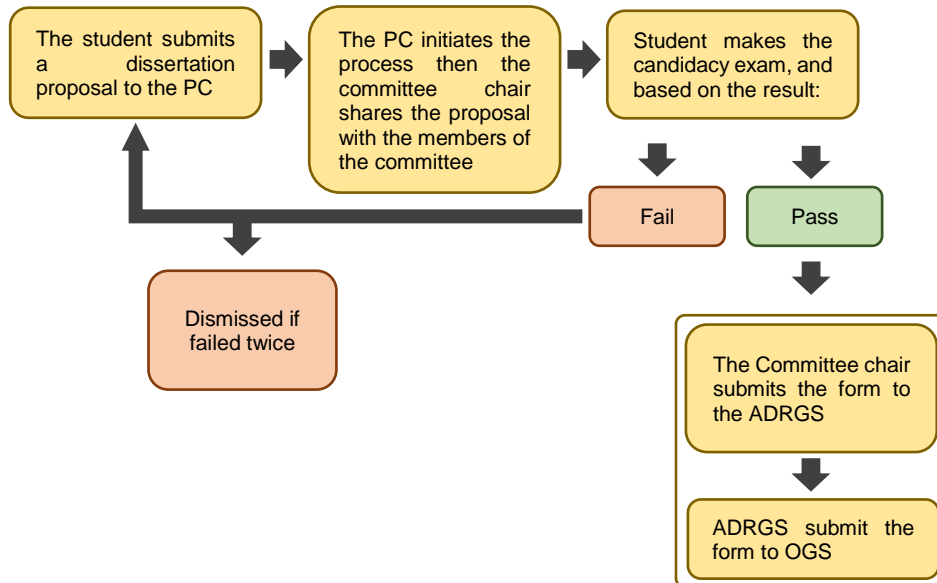
For students who have failed the first attempt of the written exam, arrangements will be made to re-take the exams (written and oral) before the end of the add and drop period in the subsequent semester to register for the thesis.

**Note:** A student **without** passing the comprehensive exam is NOT allowed to register for thesis CH.

### 8.3 Candidacy exam

A PhD student is required to pass the Candidacy Exam, which is designed to assess the quality, significance, and contribution of the dissertation research, as well as the student's scientific background and ability to conduct meaningful research. The student should submit a proposal using the [CENG template](#). Please refer to article 16 (element 4), in the [Graduate Studies Policy](#), for more details about the candidacy exam.

The process of the candidacy exam is shown in Figure 6.



**Figure 6.** Process of the candidacy examination

#### 8.4 Establishment of the supervisory committee

After passing the candidacy exam, the supervisor will establish the supervisory committee with the coordinator's consultation. The supervisory committee will attend the student's intermediate presentations if the supervisor calls them to give feedback before going to the final oral defense. The [Approval of Thesis/Dissertation Supervisory Committee](#) form and the accepted proposal shall be submitted to the ADRGS office.

If the supervisor decided to change the supervisory committee, the [Change of Supervisory Committee](#) form must be submitted. The change of the supervisory committee may affect the nominated external examiners if the nomination was already done.

## 8.5 Intermediate presentation for PhD students

At the end of each semester, if the student does not intend to submit the dissertation:

- The student must complete the [Progress Report Form](#) reporting his/her progress, get it signed by his/her supervisor, and submit it to the program coordinator.
- A two-page report describing his/her progress must also be attached to the form.
- The supervisor is requested to contact the supervisory committee to proceed with the intermediate presentation.
- The supervisor will contact the examiner and set a suitable date and location for all (student, supervisor, and examiner(s)).
- The student will present his/her progress during the semester, where he/she will be asked to defend his/her current work and consider the examiner's feedback.

Based on the student's progress, the supervisor can be advised about the student's grade by getting the committee's feedback. The supervisor is required to set the student's grade, on the banner, after the intermediate presentation.

The overall process of the progress report is shown in Figure 7.

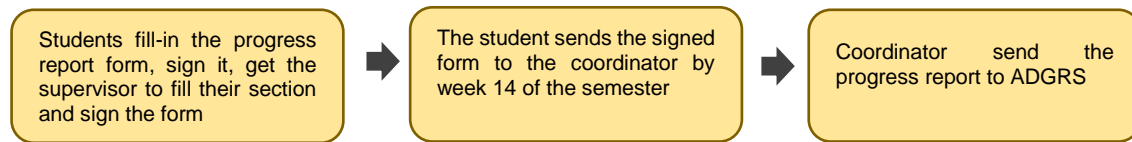


Figure 7. Progress report process

## 9. Thesis CHs Grading

Details about the grading are available in the [Graduate Studies Policy](#), article 82.

Figure 8 summarizes the process of the Thesis CH grading.

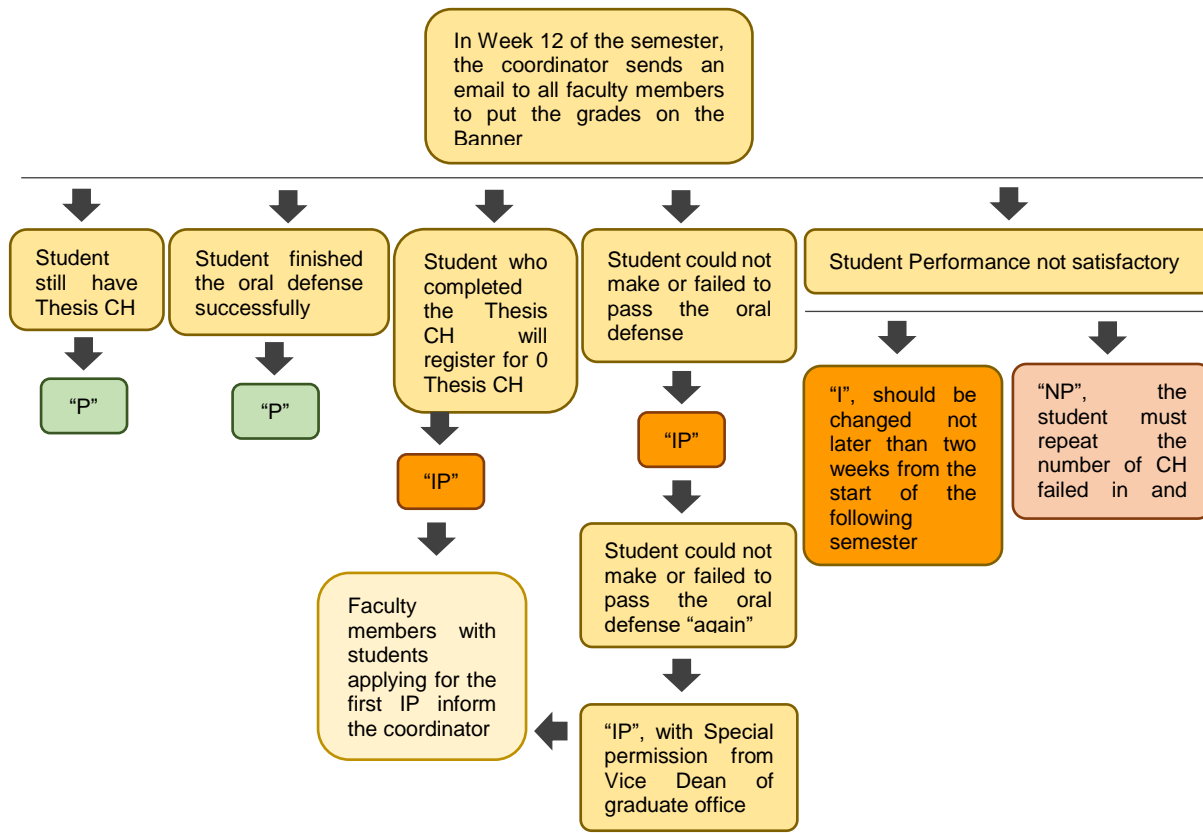


Figure 8. Process of thesis CH grading

**Note:** Having an “F” grade will result in losing the graduate assistantship.

All IP grades should be changed during the last semester of the student. The *Change of In Progress (IP) Grade Request* form shall be submitted to change the IP grade to the final grade.

If the student obtained an incomplete (I) grade, the *Change of Incomplete Grade Request* form must be submitted before the end of the following semester’s *add and drop* period. Otherwise, it will be automatically changed to Fail (F).

## 10. Dissertation, Thesis, and Project Template

Students must use the *Engineering template*, which is available on the *TAD Services* page, for their PhD dissertations, MSc thesis, or project report. Students are advised to watch an *instructional video* to learn more about editing the template.

## 11. Opening Thesis Credit Hours

The opening of the thesis (or dissertation) CHs consists of 4 stages as described in the following table.

**Table 3.** Process of opening thesis/dissertation CHs

Announcement of thesis CH notification	Thesis CH registration	Opening thesis CH sections	Registration of CH sections
In Week 12 of the semester, the coordinator sends an email to all students	Students wishing to register for thesis/dissertation CHs, for the first time are requested to submit a proposal that describes their thesis idea. Students who wish to continue their thesis/dissertation work are requested to submit a progress report.	The coordinators send the list of students to the ADRGS office with the requested CHs	Before the end of the add/drop period of the semester, the students are requested to register their allocated slot of the thesis.

The students must consider the following points:

1. Students taking thesis CHs for the first time should submit a proposal to describe the thesis/dissertation idea.
2. The thesis/dissertation CHs will not be requested from College until the Graduate Committee has approved the thesis idea.
3. Students who are not registering for thesis/dissertation CHs for the first time should submit the thesis/dissertation progress report form.

## 12. The nomination of examiners for the oral defense

If the student intends to graduate in the active semester, the supervisor must establish the examination committee. The supervisor must fill in the [nomination of the external examiner](#) form. Based on his/her experience, the supervisor is responsible for nominating the examiners who have expertise in the thesis area. The form must be submitted according to [TAD deadlines](#) or the internal deadline set by the College. Clear CVs must be provided with the form. An example of a good CV may include, but not limited to, academic experience, publications, the contact information of the person.

During the examiners' selection process, the supervisors need to follow the selection rules described in the Graduate Studies Policy, in articles 93 to 95. The external examiners of a Master thesis shall hold the rank of Professor or Associate Professor. The external examiners of a PhD dissertation shall hold the rank of Professor.

To avoid conflicts of interest while nominating the external examiners, the supervisor should not appoint external examiners who:

- have a close professional, contractual or personal relationship with a member of faculty or student involved in the master or PhD study;
- had joint collaboration, joint supervision or joint publication in the last five years with the supervisor;
- are a former faculty member or student of Qatar University unless five years have elapsed and all students taught by or with the external examiner have completed their program;
- are in a position that may/might influence the future of students significantly

For more details about establishing the examination committee and the selection of external examiners, please check the [Graduate Studies Policy](#) (article 94 and 95)

The internal examiners are requested to review the thesis and provide their feedback using the [internal examiner form](#). The examiners should also mention whether the student can proceed with the oral defense.

The overall process of the nomination is presented in Figure 9.

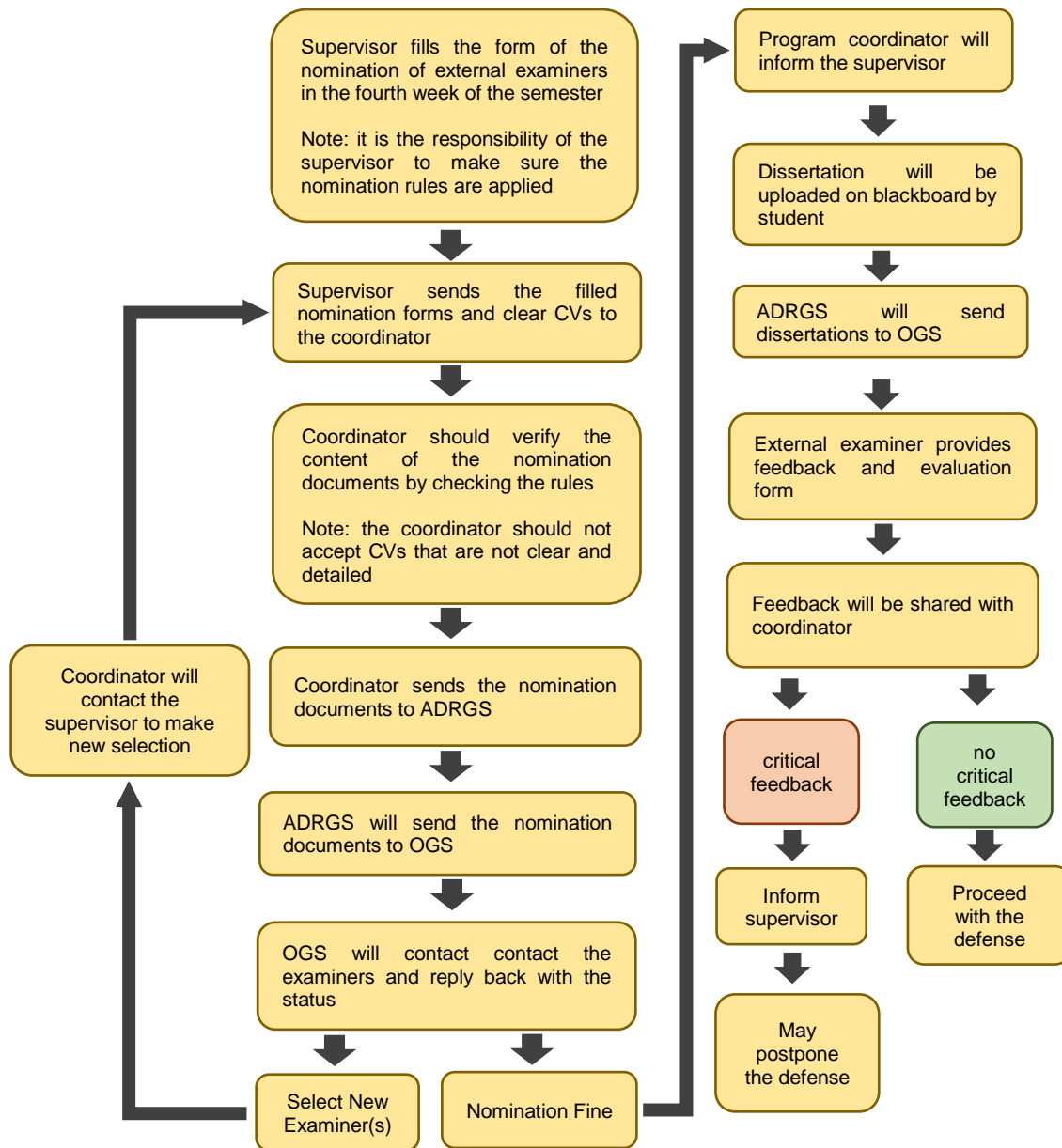


Figure 9. Selection of external examiners process

## 13. Manuscript submission

The student must send the manuscript (project/thesis/dissertation) (using the [engineering template](#)), the complete plagiarism report, and the filled [Similarity index approval form](#) to the supervisor. The supervisor shall review the content of the documents and submit them to the program coordinator. The program coordinator is advised to run the plagiarism tool on the thesis/dissertation, review the documents, and submit them to ADRGS.

**Note:** Thesis/dissertations that are not using the template will not be submitted to the examiners. It is the responsibility of the student to make sure the template is correct. Students cannot submit their theses after the deadline and thereby cannot make oral defense and/or graduate in their intended semester. See Section 10 for more details about the dissertation template. Students are also advised to access the course “Avoiding Plagiarism”, available on [OGS Online Courses](#), to avoid plagiarism. When submitting the plagiarism report, the complete report must be provided as presented in the [Accepted Plagiarism Report](#).

After the submission of the theses/dissertations, the Program Coordinator will provide them to ADRGS. After validating the content of the theses/dissertations, the ADRGS office sends them to the OGS. Figure 10 shows the overall process of submitting the thesis/dissertations.

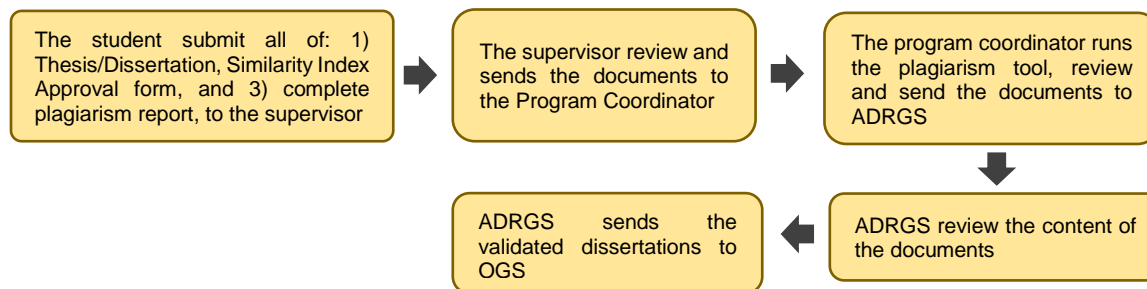


Figure 10. Theses/Dissertations submission process

## 14. Preparation for Oral Defense Examination

The supervisor will fill the form titled [oral defense arrangement form](#). The form must be filled and submitted at least 14 days before the date of the examination. The dissertation will be shared with the examiners. The supervisor will make the required arrangements to confirm each committee member's availability before scheduling the oral examination.

**Note:** the preparation for the oral defense examination may differ in each department.

### 14.1 Oral Defense Guidelines

The following are some guidelines that need to be considered for the oral defense:

- The presentation duration is between 20 to 30 minutes maximum for master candidates and not more than 40 minutes for PhD candidates.



- The duration of defense, including the presentation, is 1 hour and a half maximum.
- The Chair of the committee should be the student's supervisor.
- The examination committee is composed of a minimum of 3, where each has a voting role.
- The Chair does not have a voting role. He is responsible for managing and monitoring the defense to ensure everything is going well and according to the University rules and regulations.
- It is preferable that the student uses his/her laptop to share the presentation with the external examiner.
- The Chair can introduce the examiners and the student, and ask the attendees to leave when the Questions and Answers (Q&A) section starts.
- After the presentation, the examiners can start the Q&A session; we usually invite the external examiner to start first. They can agree on how to conduct this session.
- Once the Q&A is done, the Chair will ask the candidate to leave the room and give the opportunity to external and internal examiners to discuss the outcomes and make a decision (normally not more than 5 or 10 minutes).
- The chair will call the student after and let him/her know about the outcome and result.
- The chair will share the oral defense form (attached) to be completed by the examiners. The external examiner is required to submit his/her decision just after the defense by email as a confirmation, which should be submitted with the form.
- The supervisor can attend the defense for the master but cannot ask questions (no voting role). Same for the PhD level, but the supervisor will chair the defense in this case.
- The program coordinators will collect the signed forms and submit them to ADRGS.

## 15. Oral Defense Announcement

The date and the venue of the oral defense examination details shall be announced in the department/college through available social media and the designated places. Students can use the [announcement template](#) to publicize their oral defense.

The college encourages PhD students to announce their oral defense on the college level.

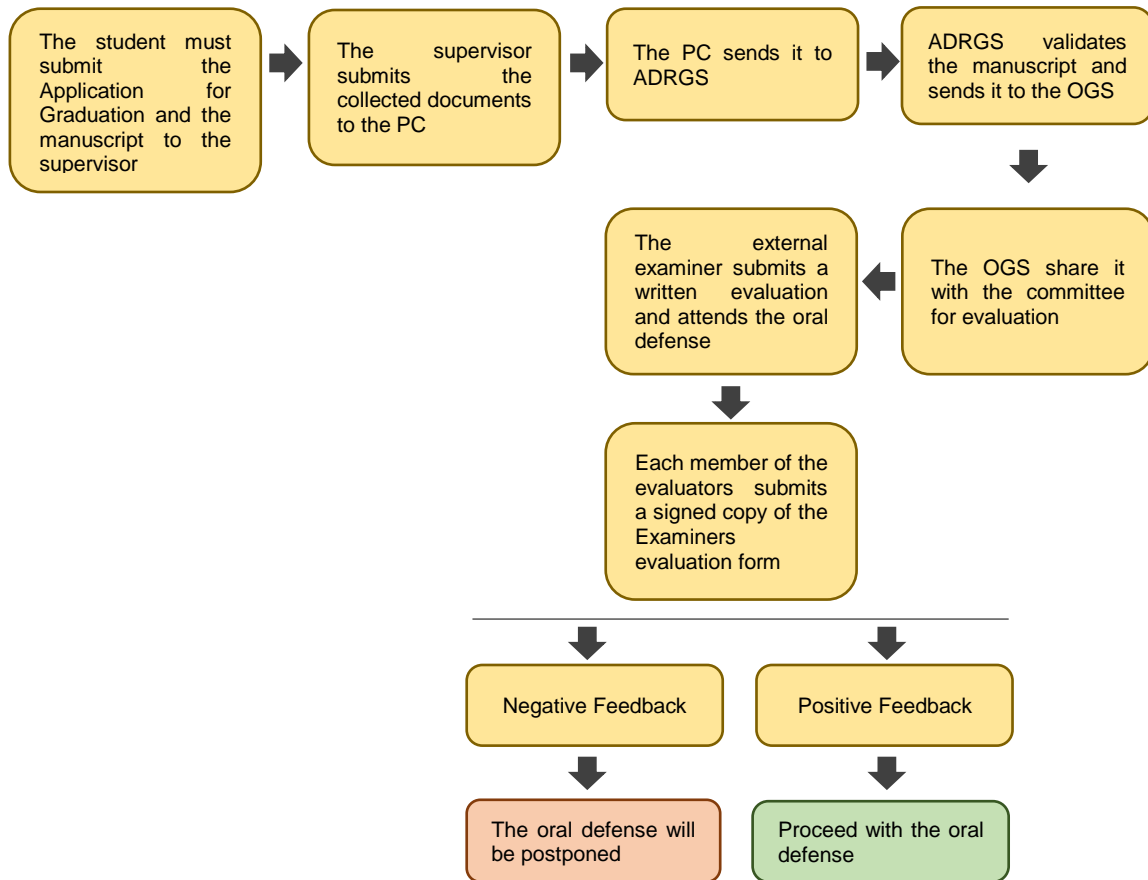
## 16. Thesis/Dissertation Defense Examination

Upon completing the dissertation work, the student is ready to defend his/her work and complete the degree requirement.

1. The student must submit the completed dissertation manuscript and the Similarity Index form to the program coordinator.
2. The program coordinator will send it to the ADRGS office.
3. The ADRGS office sends it to the OGS office.
4. OGS shares the thesis/dissertation with the committee for evaluation before the deadline. See [TAD deadlines](#).
5. The external examiner submits a written evaluation report for the dissertation and attends the oral defense.
6. Each member of the evaluators shall submit a signed copy of the Examiners' Evaluation Form.
7. Based on the Dissertation Supervisory Committee's positive evaluation, the supervisor will proceed with the Oral Defense arrangements.
8. The supervisor must nominate the graduate studies representative
9. The supervisor must schedule the exam and submit the Oral Defense Arrangement Form and Dissertation Announcement Form to the program coordinator. The program coordinator will share it with the Office of Research and Graduate Studies.
10. The ADRGS office will submit the forms to the Office of Graduate Studies no later than 14 working days before the dissertation defense date.
11. On the oral exam day, all examining members must be present during the whole dissertation defense and the final vote. The final vote is cast in the absence of the defending student.
12. Passing the oral examination does not imply that the dissertation is acceptable as defended.
13. The student must correct the thesis manuscript based on the examining committee comments and attach a document that shows responses to the examiners' comments.
14. In case of minor or major changes, the supervisor and the program coordinator must certify that the corrections have been made, as the dissertation will be approved after all corrections stipulated by the examining committee.
15. A student who fails the oral examination of the thesis may be granted one re-examination if recommended by the examination committee and approved by the Office of Graduate Studies; however, the re-examination MUST come in the following semester.

The result of the oral defense must be filled in the [Oral defense report](#).

The overall process of the dissertation defense examination is shown in Figure 11.



**Figure 11.** Dissertation defense examination overall process

## 17. Oral Defense Examination Results

The results of the oral defense exam can be one of the following (a) Pass with no modifications, (b) Pass with minor modifications, (c) Pass with major modifications, or (d) Fail.

Figure 12 illustrates the subsequent steps to follow by the student for any attained grade.

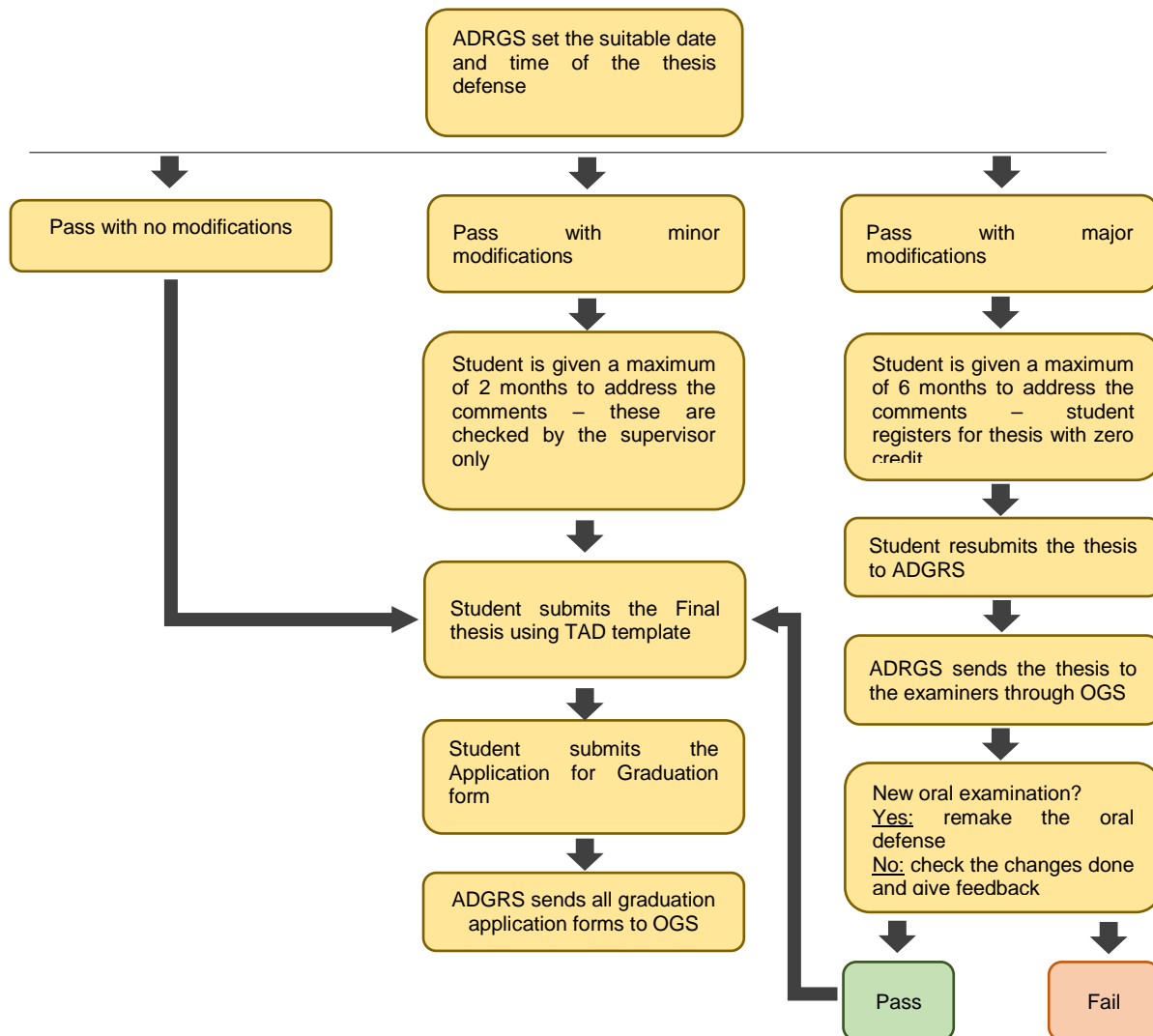


Figure 12. Oral defense grade process

### 17.1 Pass with no modifications

Following a successful oral defense examination, the final manuscript (dissertation, thesis, or project report), [final approval of thesis/dissertation](#), and [application for graduation](#) forms must be submitted to the program coordinator.

### 17.2 Pass with minor modifications

The student will be required to finish the requested modifications within two months. The thesis will be checked only by the supervisor and then submitted to ADRGS. If the student could not submit within two months, he/she will not be able to graduate in the intended semester.

After submitting the dissertation, the student must follow the steps in the previous subsection (i.e., subsection 17.1).

### 17.3 Pass with major modifications

If the candidate passes the oral defense exam with major modifications, they will be given 6 months to address the required changes. The student can register 0 thesis CH to finish the requested work. Therefore, the student must resubmit the thesis with the new modifications to the ADRGS office, where a decision will be made whether the student will need another oral examination.

## 18. Course Substitution

The [Substitute Course Request](#) form can be used to substitute courses taken by students and not listed in their study plan. The contents of the courses taken should match the contents of the study plan's courses, but their course code may differ. The substitute request can be submitted while the student is pursuing their studies. Figure 13 shows the overall process of course substitution.

Note: the student cannot graduate if there are courses that must be substituted

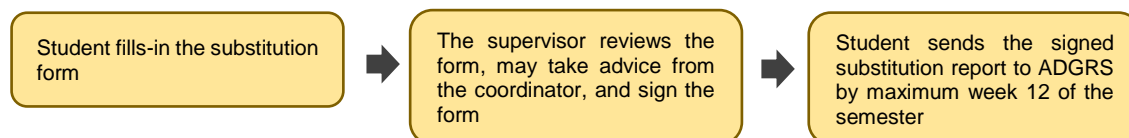


Figure 13. Overall process of course substitution

## 19. Change of Track / Academic Program

Students who wish to change their track from project to thesis or thesis to project are requested to submit the *change of graduate student track* request. The request must be received by the program coordinator and submitted to the ADRGS office.

Students who wish to change their academic program are requested to submit the *change academic program* request. The request must be received by the program coordinator (of the intended program) and submitted to the ADRGS office.

## 20. The requirement of Visiting Research Student

For overseas students wishing to make short research/study visits to CENG, they are required to provide the following documents:

- Signed Letter of Invitation from the agreed supervisor at CENG
- Agreed research plan and tasks to be conducted during the visit
- Proof of full-time enrollment at home institution (should also confirm that the student will continue to enroll at the home institution upon returning from QU)
- Description of responsibilities to be undertaken while visiting QU signed by the student, current supervisor, and QU supervisor
- Evidence of financial support for the full duration of the visit
- Digital copy of passport
- Digital passport-sized photos

## 21. Politecnico di Torino (dual degree)

A memorandum of understanding (MoU) is signed between CENG at Qatar University and [Politecnico di Torino](#), located in Torino in Italy. The MoU defines the terms for pursuing dual PhD degrees in science and engineering disciplines in both universities.

The procedure for joining the dual degree program is detailed in this section.

### 21.1 Co-tutelle Agreement

The [co-tutelle agreement](#) defines the terms, for academic co-supervision and joint educational cooperation, between Qatar University (home institution), Politecnico di Torino (host institution). It defines the institutions' responsibilities, rights, and obligations concerning enrollment, registration, supervision, academic requirements, and evaluation. Three copies of the co-tutelle agreement must be signed at the beginning of the enrollment.

**Note:** Supervisors and candidates are advised to read the co-tutelle agreement carefully. This text only summarizes the points mentioned in the agreement.

### 21.2 Student registration

The student must register in Politecnico di Torino university to join the dual-degree program. The [dual degree page](#) of the host institution, Politecnico di Torino University, provides additional information for submitting the required documents, including:

- a. A letter that shows that the student is registered at Qatar University in the PhD program.
- b. Transcript
- c. Signed co-tutelle agreement

### 21.3 Supervision

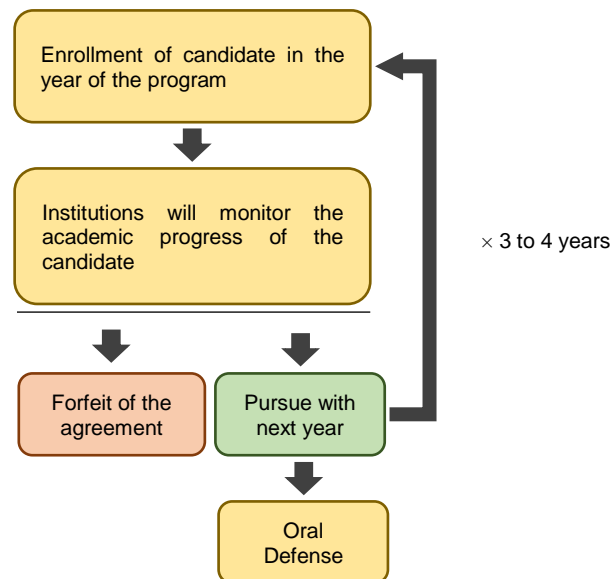
The doctoral candidate is responsible for finding a supervisor in the host institution. The candidate shall inform his/her supervisor, at the home institution, about the potential supervisor, at the host institution, to proceed with the agreement.

**Note:** After signing the co-tutelle agreement, if one of the supervisors leaves the institution, standard institutional procedures must be carried out to find a replacement.

## 21.4 Duration and Requirement

The PhD candidate must be enrolled in both institutions for a minimum of 3-years duration. The supervisors from both universities are responsible for coordinating and setting the duties for the candidate. The student must spend at least 12 months, which is equal to at least one year at the host institution, Politecnico di Torino. The aforementioned period can be made up of several visits with shorter periods of stay. The enrollment periods are considered from the starting date of enrollment. The maximum length of the agreement is 4 years.

The supervisors from both institutions will monitor the candidate's progress and decide on his/her performance. Insufficient progress may entail forfeiture of the doctoral candidate from the program. The signed agreement, therefore, will no longer be enforceable. Figure 14 shows the enrollment process to obtain a dual degree from Qatar University and Politecnico di Torino universities.



**Figure 14.** Enrollment process in the dual degree program at Qatar University - Politecnico di Torino

## 21.5 Oral Defense

A candidate with Qatar University home institution is asked to write the thesis in English language using the college template. The candidate is expected to defend the thesis at Qatar University.

Before the oral defense, the thesis must be evaluated by two external referees who do not pertain to any of the two institutions and must have research supervision accreditation. The referees must provide feedback for their final assessment.

Each institution decides on the admission of the doctoral candidate to the oral defense. The examination board of at least five members, three of whom must be Italian or international

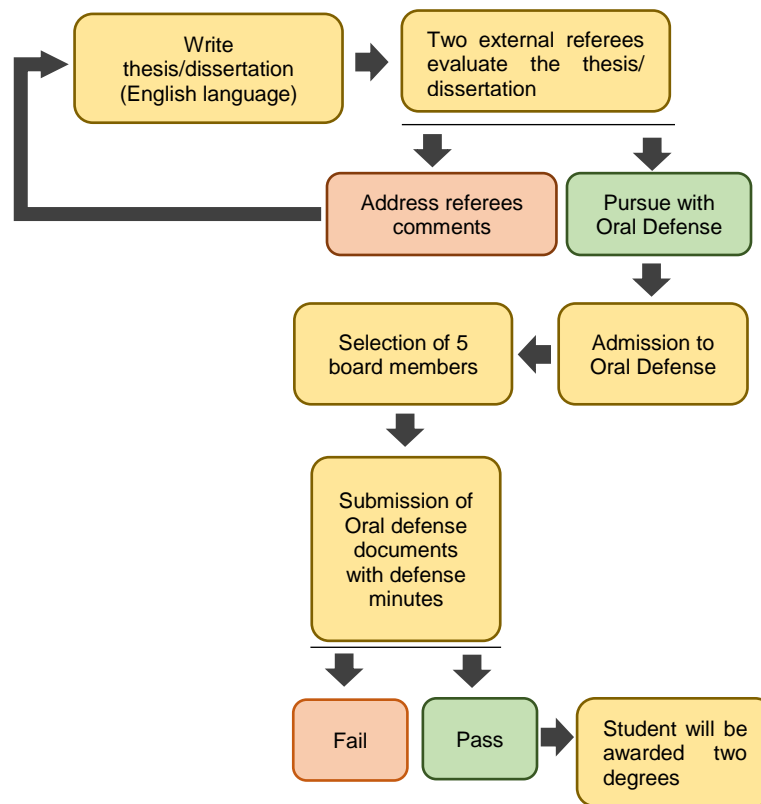


professors/doctoral researchers from higher education or research institutions. The Supervisors are not allowed to vote.

Traveling and subsistence expenses resulted in attending the oral defense by the examination board members, and the supervisor must be borne by the institution where the oral defense takes place.

The home institution is responsible for submitting the oral defense documents to the partner institution with the oral defense minutes (when applicable).

Upon the doctoral defense's approval, the doctoral candidate will be awarded the doctoral degree by the two institutions, Qatar University and Politecnico di Torino.



**Figure 15.** Thesis/Dissertation evaluation

For more details about the dual degree, please contact:

- ADRGS office, Qatar University, at [CENG\\_Graduate@qu.edu.qa](mailto:CENG_Graduate@qu.edu.qa)
- PhD Program, Politecnico di Torino, at [scudo@polito.it](mailto:scudo@polito.it).

## 22. Politecnico di Milano (dual degree)

A memorandum of understanding (MoU) is signed between CENG at Qatar University and [Politecnico di Milano](#), located in Italy. The MoU defines the terms for pursuing dual PhD degrees in science and engineering disciplines in both universities.

The procedure for joining the dual degree program is detailed in this section.

### 22.1 Co-tutelle Agreement

The [co-tutelle agreement](#) defines the terms for academic co-supervision and joint educational cooperation between Qatar University (home institution), Politecnico di Milano (host institution). It defines the institutions' responsibilities, rights, and obligations concerning enrollment, registration, supervision, academic requirements, and evaluation. Three copies of the co-tutelle agreement must be signed at the beginning of the enrollment.

**Note:** Supervisors and candidates are advised to read the co-tutelle agreement carefully. This text only summarizes the points mentioned in the agreement.

### 22.2 Student registration

The student must register in Politecnico di Milano university to join the dual-degree program. The [dual degree page](#) of the host institution, Politecnico di Milano University, provides additional information for submitting the required documents, including but limited to:

- d. A letter that shows that the student is registered at Qatar University in the PhD program.
- e. Transcript
- f. Signed co-tutelle agreement

### 22.3 Supervision

In addition to Section 21.3, each university will appoint a professor as thesis supervisory. The PhD candidate will turn to the supervisor for advice and assistance during her/his residence at that university. The two supervisors will exercise the function of the PhD candidate's scientific guide and are responsible for the PhD candidate's doctorate education and research training.

### 22.4 Studying Activities

The main activities that the PhD candidate must carry out during the doctoral program include taking advanced level courses, doing research work, and elaborating and defending the doctoral thesis. The PhD candidate may take courses and associated exams at each of the two universities, in accordance with the study curriculum concerted with the supervisors.

The PhD candidate shall fulfill all requirements and regulations ruling the PhD programs of both universities, particularly to the course credit recognition, qualifying examination (if requested), etc. At least 15 ECTS credits related to courses must be obtained at the Politecnico di Milano.

The doctoral thesis is expected to contain relevant research material superior to that attainable by work performed within a single PhD program. It will be written in English, with two extended summaries in the two involved universities' languages.

## 22.5 Intermediate Evaluations

Each university will separately examine and evaluate the PhD candidate's progress annually or with the prescribed frequency and transmit the result of the evaluation to the other university.

## 22.6 Final evaluation and award of the title

After completing the double doctoral program and satisfying all the associated requirements (in particular the fulfillment of the coursework credits and the positive committee's evaluation of the thesis work), the PhD candidate will be awarded the "Dottorato di ricerca in..." by Politecnico di Milano and the Doctoral of Philosophy title "..." by Qatar University.

## 22.7 Composition of the final evaluation committee

The thesis defense committee will be composed of three professors who are experts in the thesis subject: one from each university and the third one from a university different from the two engaged in this MoU.

The committee will be nominated jointly by the two parties and approved by the Rettore of Politecnico di Milano and the ADRGS office of Qatar University.

The thesis's defense will be held at the home university and in the language of one of the two universities involved or in English, upon agreement between the committee and the PhD candidate.

## 23. Université de Bretagne-Sud (dual degree)

A memorandum of understanding (MoU) is signed between CENG at Qatar University and [Université de Bretagne-Sud](#) (UBS), located in France. The MoU defines the terms for pursuing dual Master degree in cybersecurity area. Students who benefit from this program will be awarded, in no less than two years, a QU Master of Science degree in Computing and UBS's Master's in Cybersecurity of Embedded Systems. The [study plan](#) consists of 31 CHs in total. For more information regarding the dual degree opportunity, please contact the Computer Science and Engineering department at [cse@qu.edu.qa](mailto:cse@qu.edu.qa).

The procedure for joining the dual degree program is detailed in this section.

### 23.1 Co-tutelle Agreement

The [co-tutelle agreement](#) defines the terms for the dual degree program between Qatar University (home/parent institution), UBS (host institution). It defines the institutions' responsibilities, rights, and obligations concerning enrollment, registration, supervision, academic requirements, and evaluation.

**Note:** Supervisors and candidates are advised to read the co-tutelle agreement carefully. This text only summarizes the points mentioned in the agreement.

### 23.2 Student registration

Students need to get accepted at the host institution. The student must register in UBS to join the dual-degree program. The tuition fees and other applicable fees are paid to the respective institution where the student pursue their studies. The [dual degree page](#) of the host institution, UBS, provides additional information for submitting the required documents, including but limited to:

- g. A letter that shows that the student is registered at Qatar University in the Master program.
- h. Transcript
- i. Signed co-tutelle agreement

### 23.3 Supervision

In addition to Section 21.3, each institution will nominate a supervisor for each selected candidate. Supervisors commit themselves to fully exert their supervising role over the student. Exchange master students will follow the expected schedule of the research activities at both institutions.

The thesis will be written in the English language. The submission and any reproduction of the thesis shall be subjected to the regulation in force in both institutions.

### 23.4 Studying Activities

QU students will study at QU. Students can do their research internship in Qatar or France, at QU or UBS, or in any approved company developing cybersecurity activities. Exchange students are expected to spend a maximum of 1 academic year at the host institution during their period of master study.

Students shall take the core courses at QU. Students shall take technical electives (specialized courses) at QU or its equivalent at UBS and carry out a 6 CHs thesis or a minimum 3 CHs project, or pre-approved minimum 3 months “industrial placement” in Qatar, France, or in the rest of the world, in the second year of the master’s degree. The institutions will agree on the research topic that will be conducted including the supervision and the support of the research activities.

### 23.5 Program Courses and Assessment of Students

A joint committee at the level of the two institutions will be established to prepare program courses and follow the academic and research progress of the students enrolled in the program. The consultation shall be done with the program coordinator.

### 23.6 Periodical evaluation

The student activity will be subjected to period evaluation according to the rules of the institutions. Specific evaluation actions might be organized separately or jointly by the institutions for the double degree course of studies.

### 23.7 Composition of the final evaluation committee

The thesis defense will be considered complete with a single oral defense, which will take place at the parent institution and will be recognized by both establishments. The oral presentation will be in English. Both supervisors will participate in the oral examination. Two members with high qualification in the field of the thesis will provide a written evaluation on the thesis prior to the final oral examination. The examination committee will be nominated according to the institution where the defense takes place.

## 24. Graduate Sponsorship Research Award (GSRA)

Please visit Qatar Foundation [website](#) to know more about the [GSRA](#) funding opportunity.

## 25. Thesis and Dissertation (TAD)

OGS has created diversified forms that have been made accessible in this booklet and also accessible on their webpages online. The main webpages are as follows:

TAD Page:

<http://www.qu.edu.qa/research/graduate-studies/current-students/TAD-Services>

Graduate Forms:

<http://www.qu.edu.qa/research/graduate-studies/current-students/forms>